



**Board Meeting - Fratello's, Manchester, NH
May 21st, 2009**

OFFICIAL MEETING MINUTES

1. Call to Order:

Keith W. called to order the meeting of the MBCEA-NEC board at 3:43 P.M.

2. Roll Call:

In attendance: Alan Nunes, Pat Riess, Peter Flewelling, Marty Barnes, Bob Fisette, John Nicholson, Katie Bomersbach, Ray Barbieri, Steve Webster, John Iveson, and Keith Wentworth

3. Anti-Trust Statement:

Keith W. read the Anti-Trust Statement Acknowledgement and was acknowledged by all present.

4. Approval of Minutes from Last Meeting:

- Minutes of the April 23rd board meeting were reviewed and accepted as distributed.
- Pat Riess made a motion to accept the minutes. Bob Fisette seconded the motion.

5. Financial Report:

- John

ACTION:

- John N to forward 2009 financial budget to Angela.
- John Nicholson sent in the \$1000 check for the National Conference today.
- John to look into and file incorporation paperwork with the state.

6. Business to Discuss:

A. By-Laws:

- It appears there was never a final approval made for the revisions? Unless we have some proof which does not show in the minutes as the last mention was February 08 minutes where Katie was suppose to distribute By-laws to all for review and vote. It does not appear as though a vote was cast.

2/19/09 update

- Marty and John felt the bylaws had already been reviewed and that Steve and Pat probably have them somewhere.
- Ray B. suggested that Industry Members have the ability to vote if in good standing. For an Industry Member to be in "good standing", they must have their National Dues paid, attend at least 50% of the meetings/ functions

4/23/09 update

- Keith distributed the revised bylaws and did a quick review of the changes for consideration.

5/21/09 update

- Due to lack of time we will discuss Bylaws at our next meeting. Please be ready for discussion and have notes for any recommended changes.

B. Website Update:

- We will take profile pictures to update contact page after the board meeting.

ACTION:

- Katie to add the April 23rd meeting minutes to the website in pdf format.
- Add new MBCEA.NEC@gmail.com email on front page.
- Add golf flyer (Keith emailed this to Katie today)
- Add May newsletter.
- All to send Katie profile to go with picture on contact page.
- Alan to forward pics to Katie to go along with profiles.

C. Newsletter:

- Next newsletter scheduled to go out in August.
- There was some discussion about selling advertising. It was discussed in the past, but for some reason voted to not be allowed. Further investigation will be done to determine what the reason(s) where.
- Will include:
 - May OSHA meeting
 - Golf Tournament
 - Upcoming meetings and training event
 - New Members

D. MBCEA-NEC Committees:

- Membership Services & Benefits/Education/Training: Bob Fiset and Pat Riess.
 - Bob and Pat distributed a summary of topics for upcoming meetings.

ACTION:

- Bob will email a list of topics to the board.
- Board to pick top 5 and have ready for next meeting.
- Keith to forward potential locations.
- Keith to forward potential "table top" and training lists to Bob and Pat.
- Membership Recruitment/ Marketing/ Public Relations: Peter Flewelling and Alan Nunes.
 - Peter, Alan, and John met last week.
 - Alan has contacted Metal Construction News to see if he could have the contact list.
 - We need an up to date contact list.

ACTION:

- Katie to send Alan Shawn Zuver's contact information (Design & Build with Metal Newsletter).
- Alan will also contact Blue Book to see if he can have contact list.
- Katie to send Bob at American Steel Erectors a Membership Form.
- Keith to send link to "contacts" on googledocs.com to all board members.
- Keith to send Alan marketing info from Angela.
- Executive Finance/ Fund Raising/ Grants/ Strategic Planning: Ray Barbieri and John Nicholson.
 - Ray and John to meet and reviewed mission and goals for this committee.
- National Liaison: Marty
 - Marty and Steve went to Kansas city regarding the training program.

E. Schedule:

- For some reason some of the “regulars” were not aware of the May 21st meeting.

ACTION:

- For our next meeting, we should follow up with all of the “regulars” that usually attend our meetings.

June 11th, 2009: Board Meeting at Sturbridge at 4:30 PM.

ACTION:

- Katie to call Oxhead to make sure it's okay we have Board meeting there.

July 16th, 2009: Golf Tournament to be held at River Ridge Golf Course in Griswold, CT with a 9:30 AM Shotgun start.

- Price to remain at \$150 per person with a \$50 discount for foursomes. Foursome would cost \$550)
- Cost will be \$57 per person.
- There will be a cookout style lunch at the 9th and 18th holes.
- A box lunch will also be offered for those who want it.
- The idea of new signs was discussed and tabled until next year due to budget concerns.
- Discussed doing something smaller for a “Welcome gift” this year. Maybe golf towels or tee/ ball bags?

5/21/09 update:

- Sponsor's letters have been sent out.

ACTION:

- Jeff will check to see if there is box lunches available versus doing a cookout style every four holes. .
- Jeff to get more info on a Divot Repair tool. Board will need to vote on the welcome gift on June 11th.
- Jeff and Bob to send out sponsor letters as soon as possible
- Jeff and Bob to send list to Board members to make follow up phone calls to sponsors.
- Keith to forward National Industry Member contact list to Jeff and Bob to make sure we are hitting all the potential sponsors.

August 20th, 2009: Board Meeting-conf call

September 17th, 2009: Integrating Storefronts, Curtain Walls and Windows in Metal Bldgs.

- Keith has spoken with Adam and confirmed his attendance.
- Everyone agreed it had to be a generic presentation and the companies discussed that may be potential presenters were PDL, Dominion and Wintech.
- The location discussed was Andover/ Tewksbury or somewhere in that area.

ACTION:

- Katie to get pricing for function rooms and food at hotels in the Andover/ Tewksbury area.
- We will make a decision on June 11 as to which area we want to have the meeting
- Flyer needs to be done by the golf tournament.
- Keith to follow up with Vistawall guy.

October 15th, 2009: Board Meeting-conf call

- It was discussed whether we should have a face-to-face meeting for this date before our November 19th session review any last details.

November 19th, 2009: CPR/ 1st Aid Training Session Sturbridge

- Ray has confirmed with Adam.
- Ray has given Katie Adam's Bio for the flyer. This will be a 4 to 5 hour course with a test at the end.
- Training will be from 1:00 to 5:00 with a light buffet after. Flyer will request people arrive at 12:30.

ACTION:

- Ray to check on the maximum amount people that can attend.
- Katie to check with Sturbridge host on rooms rates, food, etc.
- Katie to get flyer ready for distribution at golf tournament.

December 17th, 2009: Board Meeting-conf call

F. Survey form

- a. It was suggested that to entice more survey returns, to offer as a prize, 1 free golfer at the July tournament. Everyone thought that was a good idea.

4/23/09 update:

- Had no comments from Morin training.
- We need incentive, such as a raffle.

5/21/09 update:

- It's too late to offer 1 free golfer at July's golf tournament, but will possibly do for next year.

ACTION:

- Keith to make a list of suggestions for prizes to entice people to respond to survey and discuss further at the next meeting.

7. **NEW BUSINESS:** There was no new business to discuss at this time.

ADJOURN: Being no additional business to come before the board, the meeting was adjourned at 4:56 P.M.

Minutes submitted by: Katie Bomersbach and Keith Wentworth



2009 CALENDER OF EVENTS

June 11th, 2009
Board Meeting
Sturbridge, MA

July 16th, 2009
Golf Outing
River Ridge GC – Griswold, CT

August 20th, 2009
Board Meeting – Teleconference

September 17th, 2009
Chapter meeting
Integrating Storefronts, Curtain Walls, and Windows in Metal Buildings
Location TBD

October 15th, 2009
Board Meeting - Teleconference

October 22nd – 24th, 2009
*****POSTPONED – More info to follow*****
National Conference
San Antonio, TX

November 19th, 2009
Training Seminar – First Aid/ CPR
Sturbridge, MA

December 17th, 2009
Board Meeting - Teleconference